CGI PUB 1550.1

COAST GUARD INSTITUTE PUBLICATION 1550.1

Subj: SERVICEMEMBERS OPPORTUNITIES COLLEGES COAST GUARD (SOCCOAST) PROGRAM

Ref: (a) ALCOAST 133/03
        (b) Education Services Officer Procedures Guide, Volume III, CGI Publication 1550.1A dtd 14 June 2001

1. **PURPOSE.** This instruction establishes policies, procedures and standards for the SOCCOAST Afloat program.

2. **ACTION.**

   a. The Education Services Officer (ESO) assumes responsibility for safeguarding the laptop computer loaned by the institution and returning the computer to the institution. The laptop will be returned to the institution via FedEx and insured for $1,200. Prior to returning the laptop, ESOs are encouraged to survey personnel interested in taking classes next term. If five people are interested in enrolling with the institution the next term, retain the laptop, secure it, and start using it when the course materials arrive.

   b. Proctoring all examinations associated with the course (mid-term and final) shall also be assured by the ESO.

   c. ESOs are encouraged to aid students in developing a study schedule, which will also aid in scheduling use of the computer and ensuring equal access by all students.

DISTRIBUTION – SDL No.140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1	1	1	1		1	1	1	1	1	1	1	1		1					
B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
C	1	1		1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1
D	1	1	1	1	1								1					1				1	1	1	1	1
E		1						1			1	1						1				1				
F	1	1	1	1	1	1	1	1					1	1	1	1	1	1								
G	1	1	1																							
H																										

NON-STANDARD DISTRIBUTION:

d. To facilitate the proper distribution and accountability of the leased computers, all cutter ESOs are required to complete and return enclosure (4). Additionally, whenever the ESO is transferred or relieved, the Commanding Officer shall notify the Institute and the SOCCOAST institution immediately of the name of the new ESO utilizing enclosure (5).

3. **DIRECTIVES AFFECTED**. This directive is a supplement to reference (b). It is to be inserted at the end of chapter 11.

4. **FORMS / REPORTS**. Forms that are required are attached as enclosures (1) through (5) and may be reproduced locally as needed.

5. **BACKGROUND.** The SOCCOAST Afloat program was announced via reference (a). All the conditions and criterion of SOCCOAST institutions apply to the Afloat program and may be found in reference (b). This network ensures the guaranteed transferability of college credit and award of credit for military schools and occupational experiences. Through SOCCOAST continuation of the member's degree plan can continue regardless of the member's assignment.

6. **DESCRIPTION.** SOCCOAST Afloat is designed to aid those personnel deployed on a cutter (110 foot or larger) in continuing their education while underway. The participating institutions have agreed to loan a laptop computer to shipboard ESOs when at least 5 students are enrolled from the ship. Current tuition assistance policy, rates, and procedures apply to all courses taken under the Afloat Program. Information on the institutions, their programs and point of contact is provided on enclosure (1). An ESO job aid is provided as enclosure (2). The SOCCOAST Afloat Unit Enrollment Form is provided as enclosure (3) and is the transmittal form for communicating enrollments with the member institutions.

7. **FUTURE.** In the near future, the Institute will be contracting to lease laptop computers for ships to use in the program. This will benefit those cutters that may not have five or more participants. The custodian of the laptop will be the ESO unless otherwise indicated by the CO.

8. **INFORMATION**. A brochure on the SOCCOAST Afloat program will be distributed in the near future. Additional SOCCOAST brochures or posters may be obtained by contacting SOC at 1-800-368-5622. The Institute point of contact is Ms. Taylor at 405-954-7239.

TODD J. CAMPBELL
Commanding Officer

Encl: (1) College Partners Flyer
        (2) ESO Job Aid
        (3) SOCCOAST Afloat Unit Enrollment Form
        (4) ESO Identification Card
        (5) ESO Relief Card
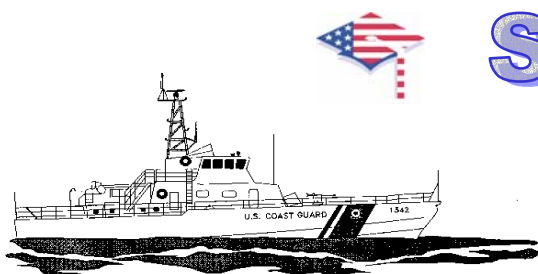
SOCCOAST AFLOAT

COLLEGE PARTNERS

All partner institutions offer complete degree programs on CDROM. The institutions are also part of the SOCCOAST network thereby guaranteeing transferability of courses. The institutions will loan one laptop to any USCG ship that has five members participating in courses. In cases where there is a mixture of schools, the school having the most enrollments has agreed to provide the laptop. The ESO is responsible for securing the laptop and checking it in-and-out to students as required.

Coastline Community College
Degree information: All AA degrees:
Applied Marine Engineering
Aviation Technology
Business and Administration
Computer Systems
Construction Technology
Counseling and Applied Psychology
Criminal Justice
Electrical Mechanical Technology
Electronics Technology
Food Service Management
General Studies
Health Science Technology
Management
Marketing and Sales
Media/Communications
Ocean Systems Technology
Vocational/Technical Education

Contact information:
http://mil.ccc.cccd.edu
email: **rboyle@mail.ccc.cccd.edu**
POC: **Robin Boyle**
Phone: toll free (866) 422-2645

Excelsior College
Degree information:
AAS – Administrative/Management Studies
AA – Associate in Arts
AS – Associate in Science
AOS - Aviation
AAS - Aviation Studies
AS – Business
AS – Computer Software
AAS – Technical Studies
BS – Business (General Accounting)
BS – Business (Human Resources Management)
BS – Computer Information Systems
BS – Criminal Justice (Administration of Justice)
BS – Criminal Justice (Corrections)
BS – Criminal Justice (Law and Society)
BS – Criminal Justice (Law Enforcement and Public Safety
BS – General Business

BA – Liberal Arts (Liberal Studies Option)
BS – Liberal Arts (Liberal Studies Option)
BS – Nursing
BS – Technology (Electromechanical Technologies)

Contact Information:
http://www.excelsior.edu/
email: military@excelsior.edu
POC: **Susan Dewan**
Phone: toll free (888) 647-2388 (Ext. 135)

Florida Community College at Jacksonville
Degree information: All AA or AS degrees:
Computer Science
Criminal Justice Technology (Non-Transfer)
Criminal Justice Technology (Transfer)
Industrial Management Technology
Information Systems Management
Mass Communications (AA)
AA in Psychology

Contact Information:
http://www.fccj.edu/uscg/
email: military@fccj.edu
POC: **Bob Foote**
Phone: (904) 632-5056

Fort Hays State University
Degree Information – Bachelors of General Studies
Business
Justice Studies
Information Networking & Telecommunications
Organizational Leadership
Master of Liberal Studies (several areas of emphasis)

Contact Information:
http://www.fhsu.edu/
email: mschulte@fhsu.edu
POC: **Marthann Schulte**
Hays, KS 67601-4099
Phone: (785) 628-4005

STEPS FOR GETTING STARTED

ESO Job Aid

1. Contact the college to receive the following:
    * Class Schedule
    * Catalog of Degree Programs
    * Registration information.

2. Provide briefing and registration information to potential students. College representatives may be available to provide briefing if requested by the ESO.

3. Have interested students complete a registration form. These institutions have open enrollment for most courses. Check the school literature or contact the POC at the institution to make sure. It is required that all students enrolling with the school from a specific ship have the same enrollment date.

4. Students registering for class should also complete a Request for Tuition Assistance (CG Form 4147) at the same time. The form is available on the CGI homepage at http://www.uscg.mil/hq/cgi, click on member, and then on funding, and select tuition assistance.

5. FAX TA requests to the Institute at 405-954-7247. Review the TA requests for accuracy. Include a cover memo listing the names of the students and request batch processing and expeditious return of the TA authorizations for SOCCOAST Afloat enrollment. If authorizations forms are not received within 5 working days, call the TA Hotline at 1-888-532-8257.

6. Upon receipt of the TA Authorization Forms, send the authorizations and the registration forms to the appropriate college along with CGI Form 1560/1, SOCCOAST Afloat Unit Enrollment Form.

7. Advise students to go on-line (institutions will provide URLs) and order textbooks.

8. Ensure course materials are received prior to deployment. All tests will be sent to the ESO for safe keeping until the member(s) are ready to take the test. ESOs will ensure the exam is proctored in a secure environment and returned to the colleges as expeditiously as possible.

9. The laptop computers provided by the institution will also be sent to the ESO for safekeeping. ESOs are encouraged to develop a schedule for use of the laptop. This may also aid the students to develop a study schedule. Help them structure their workday to provide an hour or so per day for studying the course materials.

10. When the class is complete, arrange to return the tests that were administered to the institution along with the laptop. Return laptops via FedEx and ensure the package for $1,200.

    a. Prior to returning the laptops, ESOs are encouraged to survey personnel interested in taking classes during the next term. If 5 people indicate interest in enrolling with the institution, retain the laptop, secure it, and start using it when the course materials arrive.

Department of Homeland Security U.S. Coast Guard Institute (6/03) CGI 1560/11	**SOCCOAST Afloat** **Unit Enrollment Form**

To:

- ❑ Coastline Community College, 11450 Warner Avenue, Fountain Valley, CA 92708
- ❑ Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159
- ❑ Florida Community College at Jacksonville, Urban Resource Center 601 West State St., Jacksonville, FL 32202
- ❑ Fort Hays State University, 600 Park Street, Hays, KS 67601-4099
- ❑ Governors State University, One University Pkwy, University Park, IL 60466

1. Attached are the registration packages for the students/courses listed below. Registration package should contain Registration Form and TA Authorization Form.

Course Start Date _____ (Course length for all courses – 12 weeks)

Student's Name	**Course**

From:

Cutter Name: _____

ESO Name: _____(Please Print)

Address (preferably street address, not FPO)

_____

_____

_____

_____

Phone Number: _____

E-mail Address: _____

My signature below certifies that I agree to proctor all the course exams for the individuals listed above and to maintain security of computer loaned to the unit.

_____   _____
ESO Signature   Date

THIS FORM, ALL REGISTRATION MATERIALS AND TA AUTHORIZATION FORMS SHOULD BE MAILED **FOUR WEEKS** PRIOR TO THE REQUESTED **START DATE**.

Department of Homeland Security U.S. Coast Guard Institute (6/03) CGI 1560/12	**SOCCOAST Afloat** **Education Services Officer Identification Card**

From: USCGC _____OPFAC:_____

ESO Name: _____

Address (Unit Shipping Address, not FPO or P. O. Box)

_____

_____

_____

_____

Phone Number: _____

E-mail Address: _____

I acknowledge designation as the Unit Education Services Officer and agree to maintain security of computer loaned to the unit.

_____   _____

ESO Signature   Date

The above member has been designated as the units Education Services Officer.

_____   _____

CO/OINC Signature   Date

CG INSTITUTE USE ONLY

1149# _____   Rec'd Receipt Rec'd ☐

Date Shipped _____

FedEx Airbill # _____

Computer Serial # _____

Department of Homeland Security U.S. Coast Guard Institute (6/03) CGI 1560/13	**SOCCOAST Afloat** **Education Services Officer Relief Card**

From: USCGC _____OPFAC:_____

ESO Name: _____

Address (Unit Shipping Address, not FPO or P. O. Box)

_____

_____

_____

_____

Phone Number: _____

E-mail Address: _____

I have been relieved as Unit Education Services Officer and have transferred custody of the computers listed below.

_____   _____

   Outgoing ESO Signature   Date

I acknowledge designation as the Unit Education Services Officer and agree to maintain security of computers loaned to the unit.

I acknowledge receipt of the following computers.

CG Institute Leased Computer Serial # _____
           (Attach schedule showing computer useage)
SOCCOAST Loaned Computer Serial # _____ from _____
                                                 (College Name)
SOCCOAST Loaned Computer Serial # _____ from _____
                                                 (College Name)
SOCCOAST Loaned Computer Serial # _____ from _____
                                                 (College Name)
SOCCOAST Loaned Computer Serial # _____ from _____
                                                 (College Name)

_____   _____

   Incoming ESO Signature   Date

The above member has been designated as the units Education Services Officer.

_____   _____

   CO/OINC Signature   Date

Department of Homeland Security U.S. Coast Guard Institute (6/03) CGI 1560/14	**SOCCOAST Afloat** **Laptop Computer Sign-Out Log**				
I am responsible for safeguarding the laptop computer that I have signed out below. Serial Number: _____ Owner: _____ (CG Leased / Institution Name)					
Printed Name / Rate	Date / Time Out	Date / Time In	Scheduled Time Rqstd	Total Time Used	Signature